

**DRAFT**

**Formal Proposal Format**

1. Title of Proposal
2. Applicant
3. Address/Phone/fax/e-mail address
4. Contact Person
5. Taxpayer ID number
6. Type of applicant (non-profit, local government, RCD, etc)
7. Applicant's relevant experience, education, demonstration of ability to perform, references, record of performance on past projects of this type
8. Project description including phase of project (pre-feasibility, design, permitting, construction, monitoring) and a preliminary scope of work.
9. Objective
10. Technical approach including description of other options or approaches considered and justification for approach selected
11. Expected biological benefits (species, habitats, stressors, physical process, link to workplan) including description of number of acres or stream miles restored/affected, cfs screened, etc.
12. Project location including county, nearest city, legislative and congressional districts.
13. Land ownership at project site.
13. Compatibility with other non-ecosystem CALFED objectives such as water quality, water supply reliability, and delta levee system integrity
14. Potential for benefits or conflicts with third parties including adjacent land owners. Include discussion of any potential economic impacts or benefits to third parties.
15. Permits needed/already obtained/ plan for obtaining additional needed permits
16. Provisions for operations and maintenance and long term conservation

**Attachments**

- Map showing project location
- Resumes of project team members and organizational chart of project team
- Local support
- Budget (including justification for overhead) showing any cost sharing partners and indicating what level of commitment has been obtained from

each partner. Budget should be linked to tasks shown in the scope of work to the extent possible. The Budget should also show how Category III funds and other funding commitments will be combined to cover tasks. Any contingency funding requested should be specified. The budget should also contain detail on other costs associated with the project such as operations and maintenance costs and other life cycle costs.

- Monitoring and assessment plan (including methodology, evaluation procedures, and how success will be evaluated. Must include commitment to provide data in standard electronic format)
- Schedule including milestones and completion date
- Tasks and deliverables including costs for each task and for total project
- State boilerplate (non-discrimination, drug free workplace, etc)

## Quick Look Proposal Format

1. Title of Proposal
2. Applicant
3. Address/Phone/fax/e-mail address
4. Contact Person
5. Type of applicant (non-profit, local government, RCD, etc)
6. Brief description of applicant's relevant experience, education, demonstration of ability to perform, references, record of performance on past projects of this type
8. Brief project description including phase of project (pre-feasibility, design, permitting, construction, monitoring)
9. Objective
10. Technical approach including description of other options or approaches considered and justification for approach selected
11. Expected biological benefits (species, habitats, stressors, physical process, link to workplan)
12. Project location
13. Compatibility with other non-ecosystem CALFED objectives such as water quality, water supply reliability, and delta levee system integrity
14. Potential for benefits or conflicts with third parties including adjacent land owners.
15. Permits needed/already obtained/ plan for obtaining additional needed permits
16. Provisions for operations and maintenance and long term conservation
17. Rough order of magnitude of funding required (within 25% of amount ultimately included in subsequent Formal Proposal)